

Statutes for Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU) outlining the regulations for admission and the selection process in the master's program in International Management

Dated 15 February 2021

Based on sections 59 (1), 63 (2) and 19 (1), phrase 2, no.10 of the act on higher education in Baden-Württemberg (Landeshochschulgesetz, LHG) in the version dated 01 April 2014 (law gazette (GBl.) page 99), last amended in article 1 of the act on 18 March 2018 in conjunction with sections 6 (4) and 9 of the act on higher education admission (HZG) dated 15 September 2005 (law gazette (GBl.) page 629), last amended in article 2 of the act dated 15 October 2019 (law gazette (GBl.) page 405) and sections 19 ff. of the ordinance on admission to higher education (HZVO) dated 02 December 2019 (law gazette (GBl.) page 489), the Senate of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen passed the following statutes on 10 February 2021.

Section 1 Scope of application

These statutes regulate admission and the selection process in the admission-restricted master's program in International Management at Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen.

After fulfilling initial quotas according to section 6 (4), phrase 6, in conjunction with subsection 1, phrase 2, no. 1 (admission in exceptional circumstances) and no. 4 (preferential admission for a particular location if this is in the public interest), places are allocated following the results in the university's own selection process in accordance with the regulations outlined hereafter and in particular according to the criteria in section 8 of these statutes.

Section 2 Deadlines

Applications for admission

1. must have been received at Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen by 15 November for the summer semester
2. and by 15 June in that year for the winter semester (definitive deadlines).

Section 3 Form

(1) Any application for admission must be for a particular degree program and a particular study semester. An application consists of entering and electronically submitting the applicant's data (online application) on the respective web-based tools (online application portals) subject to the conditions outlined there. The required documents outlined in paragraph 2 must be submitted. Applicants who can credibly demonstrate that they are unable to communicate via web portals can be facilitated by the university.

(2) The following documents must be included in the application for admission:

1) Proof of a university degree or an equivalent qualification pursuant to section 59 (1) LHG. In the case of bachelor's degrees with less than 210 ECTS credit points, but no less than 180 ECTS credits points, the admissions committee will check if the qualification set by the admission requirements is met.

2) Résumé (CV) in tabular form

3) Letter of motivation in English (1 page max.)

4) Proof of completed professional training (if applicable), work experience, placements

(3) The university may ask that the documents specified in paragraph 2 are submitted as original copies or as certified copies. If the documents specified in paragraph 2 are not in German or English, a translation into German or English by a sworn or court-certified translator or institution must be submitted.

Section 4 Language proficiency

In addition to the general admission requirements (section 59 LHG) applicants must submit documentation concerning the German and English language proficiency required in the program. This can be done by submitting a university entrance qualification ("HZB") completed in either German or English. Language proficiency can also be ascertained by submitting one of the following documents:

1) Proof of language proficiency in English at level B2:

- Test of English as a Foreign Language -TOEFL- with at least 500 points (paper-based) or 173 points (computer-based) or 61 points (internet-based)
- International English Language Testing System Academic - IELTS with at least 5.5 overall band score
- Cambridge English: Business Vantage - BEC Vantage
- Cambridge English: First – FCE
- Cambridge English: Advanced – CAE
- Cambridge English: Proficiency – CPE
- Advanced Placement International English Language Exam (APIEL) with at least grade 4
- Test of English for International Communication (TOEIC) with at least 785 points
- A completed degree program taught in English
- A language certificate completed at B2 level in accordance with the "Common European Framework of Reference for Languages"

Proof of proficiency in English does not have to be submitted if applicants have passed a GMAT with at least 500 points or for applicants from countries where English is the official language or if they are native speakers.

2) Proof of language proficiency in German at level A1:

- Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber/-innen DSH - Bescheinigung
- Test Deutsch als Fremdsprache – TestDaF
- Equivalent proof in accordance with the resolution by the Standing Conference of the Ministers of Education and Cultural Affairs in the Federal Republic of Germany in its currently valid version.
- A completed degree program taught in German

Any alternative proof of language proficiency may be submitted to the admissions committee for recognition.

Section 5 Admission

(1) Letters of admission will be sent out by the university via email.

(2) Admission will be denied if applicants cannot be awarded a place following the selection process for reasons of insufficient capacity or if they failed an exam with no option to resit according to the exam regulations at another higher education institution in the same program or in a related program with approximately the same content or if they are no longer allowed to take exams for other reasons or if the application was not submitted on time or in the prescribed format as outlined in sect. 2 of these statutes.

(3) In some specific cases, admission may be made under particular conditions, with set time limits or on precise terms. If a document cannot be handed in before the deadline stipulated in sect. 2 of these statutes, admission is made on condition that the document will subsequently be submitted within the deadline set by the university. This particularly applies for admission to master's programs if the bachelor's degree is not yet available due to the fact that some individual assessments are still missing. In this case, admission is granted on condition that the bachelor's degree and all additional requirements related to it will be submitted no later than 31 December (for the winter semester) or 30 June (for the summer semester). If admission was based on false claims, it will subsequently be revoked by the university. If admission was based on other errors, the university can revoke it within one year; after this period, admission can no longer be revoked. This does not affect sect. 36 of the ordinance on admission to higher education (HZVO).

Section 6 Selection process

(1) Admission to the selection process is limited to applicants

a) who have applied for a study place on time and in the prescribed format,

b) who fulfill the admission requirements according to section 59 (1) LHG and

c) who are not included in one of the quotas which are deducted before the admissions process.

(2) If the number of suitable applications exceeds the total number of places available, the admissions committee will compile a ranking list according to sect. 9.

Section 7 Admissions committee

- (1) An admissions committee will be appointed that will prepare the decisions on admission.
- (2) The admissions committee is appointed by the faculty council of the faculty the degree program is affiliated to. The admissions committee consists of two members who also form part of the permanent academic staff in that degree program. At least one of these two members must be a professor. The faculty council also appoints two deputy members from the faculty.
- (3) The term of office for the members is three years. Reappointments are possible. If an appointed member leaves the faculty, their membership in the admissions committee also ends. The faculty council will appoint a successor for the remaining term of office.
- (4) Members of the faculty council are allowed to take part in the consultations of the admissions committee, they do not, however, have a vote. The admissions committee will submit a report to the faculty council when the selection process is completed. They may also make suggestions on how to improve the selection process.

Section 8 Selection criteria in the master's programs

- (1) After deducting the initial quotas (admission in exceptional circumstances and preferential admission for a particular location), study places are allocated according to a ranking list based on the following selection criteria:
 1. Result in the previous higher education degree or in an equivalent qualification
 2. Entrance interview

Section 8a Entrance interview

- (1) Applicants fulfilling the admissions requirements stipulated in section 3 (2) will be invited for an entrance interview lasting approximately 15 minutes. The number of applicants invited for interview will be at least three times the amount of study places available.
- (2) During the interview, suitability for the desired degree program and for the professional careers typically arising from it will be tested according to the following criteria and in line with the following system:
 - 1) Basic understanding of the subject
 - 2) Previous work experience
 - 3) Motivation for the desired degree program

A maximum amount of points is awarded for each of the above criteria as per appendix 1.

- (3) The admissions committee appoints several interview panels who carry out the interviews. The members of the admissions committee can also be members of an interview panel. Each interview panel must consist of two members with suitable qualifications in the subject and at least one of them must be a permanent academic staff member at the faculty for the relevant degree program. Minutes must be taken of the main content of the interview.

The minutes must be composed in such a way that it is possible to attribute the content to the criteria outlined in paragraph 2 and to the participating candidates.

Section 9 Compiling a ranking list

- (1) Based on the overall points achieved, a ranking list is compiled.
- (2) The overall points are calculated by awarding points for the individual criteria outlined in sections 8 and 8a and weighting them, in line with the grading table in appendix 1.
- (3) The points awarded according to paragraph 2 are added up. Based on the overall points achieved, a ranking list is then compiled from all applications that were included. The ranking order is determined by the overall points achieved, starting with the highest number.
- (4) In the case of equal ranking, the order in the master's program in International Management is determined by the average grade of the previous degree in accordance with section 6 (4), phrase 4, HZG.

Section 10 Preferential admission for a particular location if this is in the public interest ("Ortsbindung im öffentlichen Interesse")

In accordance with the statutes of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen for master's or graduate degree programs, applicants from any degree program are taken into consideration as regards the quota for admission for a particular location if this is in the public interest ("Ortsbindung im öffentlichen Interesse").

Section 11 Commencement

- (1) These statutes will come into effect on the day following promulgation. Concurrently, the statutes of Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen (HfWU) outlining the regulations for admission and the selection process in the master's program in International Management dated 22 July 2020 will no longer be applicable.
- (2) These statutes will apply for the admissions process for the master's program in International Management from the winter semester 2021/2022 on.

Nürtingen, 15 February 2021

Prof. Dr. Andreas Frey
Rector

IMPORTANT NOTICE
COURTESY TRANSLATION
Please refer to the German original version for the official document.

Appendix 1

Grading table for the average grade of a completed first degree
Counting for 40%

Average grade	Points
1.0	100
1.1	98
1.2	96
1.3	94
1.4	92
1.5	90
1.6	88
1.7	86
1.8	84
1.9	82
2.0	80
2.1	78
2.2	76
2.3	74
2.4	72
2.5	70
2.6	68
2.7	66
2.8	64
2.9	62
3.0	60
3.1	58
3.2	56
3.3	54
3.4	52
3.5	50
3.6	8
3.7	6
3.8	4
3.9	2
4.0	0

Entrance interview

The following points are awarded during the entrance interview. **Counting for 60 %**

- 1) Basic understanding of the subject (30 points max.)
- 2) Previous work experience (50 points max.)
- 3) Motivation for the desired degree program (20 points max.)